



Camps – Excursions – Incursions – Tours Policy

1. PURPOSE

To explain to our school community the processes and procedures Apollo Bay P-12 College will use when planning and conducting camps, excursions and adventure activities for students.

2. SCOPE

This policy applies to all camps and excursions organised by Apollo Bay P-12 College. This policy also applies to adventure activities organised by Apollo Bay P-12 College, regardless of whether or not they take place on or off school grounds, and to school sleep-overs.

This policy is intended to complement the Department's policy and guidelines on excursions, camps and adventure activities which all Victorian government schools are required to follow. Apollo Bay P-12 College will follow both this policy, as well as the Department's policy and guidelines when planning for and conducting camps and excursions.

This policy does not apply to student workplace learning.

3. DEFINITIONS

Excursions:

For the purpose of this policy, excursions are activities organised by the school where the students:

- are taken out of the school grounds (for example, a camp, day excursion, school sports);
- undertake adventure activities, regardless of whether or not they occur outside the school grounds;
- Attend school 'sleep-overs' on school grounds.

Camps are excursions involving at least one night's accommodation (including school sleep-overs).

Local excursions are excursions to locations within walking distance of the school and do not involve 'Adventure Activities'.

Adventure activities are activities that involve a greater than normal risk. Further information and examples of adventure activities are available on the Department's Policy and Advisory Library, at the following link: <https://www2.education.vic.gov.au/pal/excursions/guidance/adventure-activities>

Interstate and International excursions are where interstate or overseas travel is included. These are extra-curricular activities and require the student to meet extra conditions to attend.

Note: workplace learning activities (such as work experience) is not considered school excursions.

4. POLICY

Camps and excursions can provide a valuable educational experience for our students which are complementary to their learning, as they provide access to resources, environments and expertise that may not be available in the classroom.

For all camps and excursions, including adventure activities, our school will follow the Department's Policy and Advisory Library: [Excursions](#).

Planning process for camps and excursions

All camps and excursions will comply with Department planning requirements.

Part of this planning process includes conducting risk assessments, to ensure that reasonable steps are taken to minimise the risks associated with each proposed camp or excursion. Apollo Bay P-12 College's risk assessment will include consideration of arrangements for supervision of students and consideration of the risk of bushfire or other natural disaster activity in the excursion location. In the event the Bureau of Meteorology forecasts a Catastrophic fire danger rating (FDR) day, excursions or camp activities in affected locations will be cancelled or rescheduled. Planning will also cover arrangements for cancelling, recalling or altering the camp or excursion for any other reason.

Apollo Bay P-12 College is committed to ensuring students with additional needs are provided with an inclusive camps and excursions program and will work with families during the planning stage, as needed, to support all students' attendance and participation in camp and excursion activities.

In cases where a camp or excursion involves a particular class or year level group, the Organising Teacher will ensure that there is an alternative educational program available and appropriate supervision for those students not attending the camp or excursion.

Supervision

Apollo Bay P-12 College follows the Department's guidelines in relation to supervision of students during excursions and camps.

All excursion staff (including parent volunteers) will be familiar with supervision requirements and the specific procedures for dealing with emergencies on each camp and excursion.

All school staff will be aware that they retain overall responsibility for the supervision and care of students throughout all camps and excursions (including adventure activities), regardless of whether or not external providers are managing the activity.

Parent volunteers

Parents may be invited to assist with camps and excursions. School staff will notify parents/carers of any costs associated with attending. School staff are in charge of camps and excursions and parent/carer volunteers are expected to follow teachers' instructions. When deciding which parents/carers will attend, the Organising Teacher will take into account: any valuable skills the parents/carers have to offer (e.g. bus licence, first aid etc.) and the special needs of particular students.

Volunteer and external provider checks

Apollo Bay P-12 College requires all parent or carer camp or excursion volunteers and all external providers working directly with our students to have a current Working with Children Check card.

Parent/carer consent

For all camps and excursions, other than local excursions, Apollo Bay P-12 College will provide parents/carers with a specific consent form outlining the details of the proposed activity. Apollo Bay P-12 College uses Compass to inform parents about camps and excursions and to seek their consent. Parents/carers are encouraged to contact the school to discuss any questions or concerns that they or their child may have with a proposed camp or excursion.

For local excursions, Apollo Bay P-12 College will provide parents and carers with an **annual Local Excursions** consent form at the start of each school year or upon enrolment if students enrol during the school year. Apollo Bay P-12 College will also provide advance notice to parents/carers of an upcoming local excursion through Compass or via email. For local excursions that occur on a recurring basis (for example weekly outings to the local oval for sports lessons), Apollo Bay P-12 College will notify parents once only prior to the commencement of the recurring event.

Parent Payments for camps and excursions

Most camps and excursions provided by Apollo Bay P-12 College enhance and broaden the schooling experience of our students but are not a mandatory component of our curriculum. These activities are provided on a user-pays basis in accordance with the Department's Parent Payments Policy.

Consent forms will have clearly stated payment amounts and finalisation dates, and families will be given sufficient time to make payments.

Students who have not finalised payment by the required date for camps and excursions provided on a user pays basis will not be able to attend unless the Principal determines exceptional circumstances apply.

Where a camp or excursion is provided as part of the standard curriculum requirements, parents may be invited to make a voluntary contribution but all students will be able to attend regardless of whether their parents contribute.

Financial Help for Families

Apollo Bay P-12 College will make all efforts to ensure that students are not excluded for financial reasons. Families experiencing financial difficulty are invited to discuss alternative payment arrangements with the Business Manager. The Business Manager can also discuss family eligibility for the Department's Camps, Sports and Excursions Fund (CSEF), which provides payments for eligible students to attend school activities, including camps and excursions. Applications for the CSEF are open to families holding a valid means-tested concession card or temporary foster parents and are facilitated by the school. Further information about the CSEF and the application form are available at [Camps, Sports and Excursions Fund](#).

Refunds

If a camp or excursion is cancelled or altered by the school, or a student is no longer able to attend part or all of the camp or excursion, our school will consider requests for partial or full refunds of payments made by parents/carers on a case-by-case basis taking into account the individual circumstances. Generally we will not be able to refund payments made for costs that have already been paid where those funds have already been transferred or committed to a third party and no refund is available to the school. Where possible, we will provide information about refunds to parents/carers at the time of payment.

Student health

Parents and carers need to ensure the school has up-to-date student health information prior to camps and excursions. A member of staff will be appointed with responsibility for the health needs of the students for each camp/excursion. Teachers will administer any medication provided according to our *Medication* policy and the student's signed *Medication Authority Form*. To meet the school's obligations relating to safety, a first aid kit and mobile phone will be taken by teachers on all camps and excursions.

It is the responsibility of parents and carers to ensure their child/children are in good health when attending excursions and camps. If a student becomes ill during a camp and is not able to continue at camp it is the parent/carer's responsibility to collect them and cover any associated costs. If the Principal approves a student joining a camp late, transport to the camp is the parent/carer's responsibility.

Behaviour expectations

Students participating in camps and excursions are required to cooperate and display appropriate behaviour to ensure the camp or excursion is a safe, positive and educational experience for all students involved.

Parents/carers will be notified if their child is in danger of losing the privilege to participate in an excursion or camp due to behaviour that does not meet the standards of behaviour set out in the school's *Student Wellbeing and Engagement Policy*, *Student Code of Conduct* or *Bullying Prevention Policy*. The decision to exclude a student will be made by the Principal or Assistant Principal, in consultation with the Organising Teacher. Both the parent/carer and the student will be informed of this decision prior to the camp or excursion.

If on a camp or excursion the Teacher in Charge considers an individual student's behaviour does not meet required standards, then the Principal or their nominee may determine that a student should return home during the camp or excursion. In these circumstances the parent/carer is responsible for the collection of the student and any costs associated with this.

Disciplinary measures apply to students on camps and excursions consistent with our school's *Student Wellbeing and Engagement Policy*, *Student Code of Conduct* and *Bullying Prevention Policy*.

Interstate & international Trips – International and interstate travel are extra-curricular activities that have extra conditions applicable.

Students participating in camps and excursions are required to cooperate and display appropriate behaviour to ensure the camp or excursion is a safe, positive and educational experience for all students involved.

Parents/carers will be notified if their child is in danger of losing the privilege to participate in an international or interstate trip due to behaviour that does not meet the standards of behaviour set out in the school's *Student Wellbeing and Engagement Policy*, *Student Code of Conduct* or *Bullying Prevention Policy*. As international and interstate travel requires additional responsibility and risks, extra conditions must also be met before the student is accepted to attend the excursion. Extra conditions include at least 85% attendance, no suspensions and no red negative behavioural incidents reported on Compass within the school year. If a excursion occurs between the end of one school year and the beginning of the next, the previous year's records are to be considered.

If the student requires additional supports to accommodate any significant physical, mental or medical needs of the student throughout the trip so as not to impact the travel of the group, a suitable carer **may** need to accompany them for the duration of the trip. This must be arranged prior and all relevant documentation supplied at least 3 months prior to the scheduled departure date. All efforts will be made to include students with additional needs. If the student is not covered by the group's standard travel insurance, separate travel insurance should be arranged to accommodate for their needs.

If misbehaviour or inappropriate conduct occurs that threatens either the safety of the student or others during the trip, the Principal or their nominee may decide that the student responsible must immediately return home. Any individual transport costs should a student be sent home as a result of misbehaviour or inappropriate conduct must be arranged and paid for by the student's family. Any medical expenses and/or transport costs incurred in the event of sickness or injury are also the responsibility of the student's family.

In exceptional circumstances, students can be denied interstate and international travel at any stage by the Principal.

If a student is denied travel on a school trip after payment has been made, a refund is only applicable at the Principal's discretion. If a full or partial refund is deemed appropriate it will be arranged after the school receives any related refunds cleared in the school bank account.

Electronic Devices

Students will not be permitted to bring electronic devices to camps or excursions except with prior approval from the Principal. The Principal will only approve students bringing electronic devices to a camp or excursion in exceptional circumstances and when it is in the best interests of the student, and may place conditions on its location and use during the camp or excursion.

If students are permitted to bring devices, students will be permitted to bring electronic devices (such as iPads, iPods, mobile phones) but these may only be used during times set by the Teacher in Charge. Students are responsible for the care of any personal electronic device brought to a camp or excursions and the school will not be responsible for lost or damaged devices.

Food

Students are not permitted to bring their own supply of food items to camps and excursions unless the item is medically indicated and discussed with the Organising Teacher, or included as an item on the clothing and equipment list for that camp or excursion.

Accident and Ambulance Cover

Any costs associated with student injury rest with parents/carers unless the Department is liable in negligence (liability is not automatic).

Unless otherwise indicated, Apollo Bay P-12 College and the Department do not provide student accident or ambulance cover. Parents/carers may wish to obtain student accident insurance cover and/or ambulance cover, depending on their health insurance arrangements and any other personal considerations.

5. COMMUNICATION

This policy will be communicated to our school community in the following way: Included in staff induction processes and staff training

- Available publicly on our school's website
- Discussed at staff briefings/meetings as required
- Included in transition and enrolment packs
- Discussed at parent information nights/sessions

Hard copy available from school administration upon request

6. FURTHER INFORMATION AND RESOURCES

This policy should be read in conjunction with the following Department policies and guidelines:

- [Excursions](#)
- [Camps, Sports and Excursions Fund](#)
- [Parent Payments Policy](#)

The following school policies are also relevant to this Camps and Excursions Policy: [insert details of your related school policies. A sample list is provided as follows]

- Statement of Values and School Philosophy
- Student Wellbeing and Engagement Policy
- Volunteer Policy
- Duty of Care Policy
- Inclusion and Diversity Policy

7. POLICY REVIEW AND APPROVAL

Policy last reviewed	11 November 2024
Approved by	Principal
Next scheduled review date	November 2026



Brian Humphries
Principal

Matt White
College Council President



APPLICATION TO CONDUCT AN *INCURSION – EXCURSION – CAMP – TOUR*

This form is to be completed in the following timeframes:

Day Excursion or Incursion – 3 weeks prior to excursion where possible.

Overnight and/or Adventure Excursion – 6 weeks prior to excursion.

CASES21 GROUP CODE:

Final cost per student:	\$
Consent & payment due by:	

SECTION 1: EVENT OVERVIEW

Type Of Event	<input type="checkbox"/>	INCURSION	<input type="checkbox"/>	EXCURSION	<input type="checkbox"/>	CAMP	<input type="checkbox"/>	TOUR
Event Name								
Location / Venue								
Teacher making Application (TIC)								
Emergency Contact Phone Number								
Proposed date	Departure DATE & TIME:				Return DATE & TIME:			
Student Information	Year Level(s)/Subject	Number of Students invited:		List of Student Names ATTACHED	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
Are students required to wear uniform?	<input type="checkbox"/> YES		<input type="checkbox"/> NO					
Attending staff who are First Aid trained?								
Parent helpers attending?								
Special instructions for permission forms? Eg What to bring etc.								

TRAVEL METHOD

Please tick all that apply:

<input type="checkbox"/> Bus	Bus type	Driver name	Need to hire driver?	Trailer needed? (type)
<input type="checkbox"/>	12-passenger bus (plus driver, school-owned)		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	13-passenger bus (plus driver, school-owned)		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	28-passenger bus (plus driver, hired)		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Large coach		<input type="checkbox"/>	<input type="checkbox"/>

- Car - Staff members in car only
- Car - Staff member transporting students
- Train/ tram (public transport)
- Walking
- Other: _____


SECTION 2: PRE-APPROVAL CHECKLIST (ALL EVENTS)

Please complete the following tasks in order (tick as completed)		Date	Yes
1. Discuss event with Daily Organiser – SAM WELKER			<input type="checkbox"/>
2. Please indicate if staff intend to claim Time in Lieu (this must be arranged before the event) Name: <input type="checkbox"/> Yes <input type="checkbox"/> No Details: _____ Name: <input type="checkbox"/> Yes <input type="checkbox"/> No Details: _____ Name: <input type="checkbox"/> Yes <input type="checkbox"/> No Details: _____			
3. Discuss event with Principal (or Acting Principal) - BRIAN HUMPHRIES			<input type="checkbox"/>
4. Discuss event with Assistant Principal – SAM WELKER			<input type="checkbox"/>
5. Discuss event with Head of School either JNR or SNR (as appropriate)			<input type="checkbox"/>
6. Notify all staff of <i>proposed</i> event via DL email			<input type="checkbox"/>
7. Were all staff members happy to proceed?			<input type="checkbox"/>
List any objectors:			
8. See Business Manager for costing (and complete Section 3 'Cost Estimates')			<input type="checkbox"/>
9. Will you be accruing time in lieu? (if 'Yes' see Business Manager for TIL form which must be completed)			<input type="checkbox"/>
10. Overnight and/or Adventure Activities – seek College Council approval (and complete Section 4 'Overnight And/Or Adventure Events')			<input type="checkbox"/>
11. Complete Section 6 'Risk Management Assessment'			<input type="checkbox"/>
12. Confirm and book any required transport for the event			<input type="checkbox"/>
13. Provide application to Office Staff to generate <i>Event in Compass</i> (SAL database, communicate with staff when live on Compass, setup in CASES21 and provide code to Business Manager for processing)			<input type="checkbox"/>
14. Notify all staff of <i>confirmed</i> excursion/incursion via DL email			<input type="checkbox"/>

SECTION 3: EVENT COST ESTIMATES - *MUST be signed-off by Business Manager*

Expenses	Details		Amount \$ (GST-inc)
Accommodation	Accom Name:		
	Contact Details:		
Food (meal costs)			
Transport (College bus @ \$0.60/km)			
Admissions (List name of venue/s requiring admission and cost per head)			
Incidentals (List any that apply)			
Income (Any applicable grants, donations etc)	Income From:		
Total costs	Total Expenses:		
	Less Total Income:		
	Total Cost:		
SUB-PROGRAM ALLOCATION (for Business Manager):			


SECTION 4: OVERNIGHT AND/OR ADVENTURE EVENTS

























	Details		
Adventure Activity	Please use checklist on next page. Activities that are automatically deemed as adventure activities are marked with a  symbol. If your planned activity is not listed, please add in 'Other' section		
Staff Qualifications (List name and special qualifications of staff overseeing activities)			
External Instructors	Will external qualified instructors be provided for the activity?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
College Council Approval	College Council approval has been provided for the activity. <i>Note: College Council approval is required for all overnight and adventure activities</i>	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Accommodation & Other Booking	Accommodation and other bookings (eg tours, meals etc) have been made for this event.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Additional Resources	Additional resources such as a packing list, itinerary, medical form, external provider forms etc have been provided to office staff for families for this event.	<input type="checkbox"/> YES	<input type="checkbox"/> NO

SECTION 5: APPROVALS

Date School Council Approval Provided (<i>where applicable</i>):			
Business Manager Approval		Principal Approval	
Signature: (<i>or type name to sign</i>)		Signature: (<i>or type name to sign</i>)	
Name:	Lauren Nicholls	Name:	Brian Humphries (or nominee if needed)
Date:		Date:	

SECTION 6: RISK AND EMERGENCY MANAGEMENT ASSESSMENT

ACTIVITIES INCLUDED: Please tick all that apply. Risks will automatically appear in Compass event. You can then review actions or tailor to your needs as required. The  symbol indicates an adventure activity, which needs College Council approval.

<input type="checkbox"/>	Abseiling 	<input type="checkbox"/>	Sailing 
<input type="checkbox"/>	Bus travel (less than 100kms from AB)	<input type="checkbox"/>	Snow activities 
<input type="checkbox"/>	Bus travel (more than 100kms from AB)	<input type="checkbox"/>	Surfing and stand-up paddle boarding 
<input type="checkbox"/>	Camp food preparation (no cooking)	<input type="checkbox"/>	Swimming in indoor pool 
<input type="checkbox"/>	Camp food prep – cooking with gas	<input type="checkbox"/>	Swimming in outdoor pool 
<input type="checkbox"/>	Camp food prep – cooking with Trangias	<input type="checkbox"/>	Swimming in still water / lake 
<input type="checkbox"/>	Cycling – off road 	<input type="checkbox"/>	Swimming at water park 
<input type="checkbox"/>	Cycling – on road	<input type="checkbox"/>	Swimming in ocean / moving water (i.e. river) 
<input type="checkbox"/>	Driving lessons for students 	<input type="checkbox"/>	Snorkelling in ocean 
<input type="checkbox"/>	Fishing 	<input type="checkbox"/>	Sport indoor
<input type="checkbox"/>	Kayak/canoe on still water 	<input type="checkbox"/>	Sport outdoor
<input type="checkbox"/>	Kayak/canoe on ocean/moving water 	<input type="checkbox"/>	Trampoline park (indoor) or fun park 
<input type="checkbox"/>	Orienteering 	<input type="checkbox"/>	Walking / hiking (over 5kms & under 20kms) 
<input type="checkbox"/>	Overnight camp (indoor) 	<input type="checkbox"/>	Walking hiking (over 20kms or multi-day hike) 
<input type="checkbox"/>	Overnight camp (outdoor) 	<input type="checkbox"/>	Waterskiing / wakeboarding 
<input type="checkbox"/>	Remote location (communication difficulties possible) 	<input type="checkbox"/>	3 rd party engaged to hold activity
<input type="checkbox"/>	Rock wall climb (indoor)	<input type="checkbox"/>	Other: _____
<input type="checkbox"/>	Rope climbing activities (outdoor) 	<input type="checkbox"/>	

RISK MANAGEMENT MATRIX

Assess each of the following hazards and any others you think relevant and complete table below:

1 Bushfires	5 Missing Student	9 Intruders
2 Severe storms and flooding	6 Medical Emergencies	10 Internal fires and smoke
3 Earthquake	7 Incidents	11 Snakes and other wildlife
4 School Bus Accident or Vehicle Incident	8 Aggressive student behaviour	12 Other relevant to camp area

Risk Rating Matrix		Consequence				
		Insignificant	Minor	Moderate	Major	Severe
Likelihood	Almost Certain	Medium	High	Extreme	Extreme	Extreme
	Likely	Medium	Medium	High	Extreme	Extreme
	Possible	Low	Medium	Medium	High	Extreme
	Unlikely	Low	Low	Medium	Medium	High
	Rare	Low	Low	Low	Medium	Medium

Descriptor	Potential Event (use number from above)	Risk Management Strategies
Extreme		
High		
Medium		
Low		

*Emergency Services Phone Numbers and Locations (if not 000): Police non-urgent incident reporting hotline **131 444***

Doctor - Phone: _____ at _____

Hospital - Phone: _____ at _____

Other - Phone: _____ at _____

DET – Incident Support and Operations Centre **1800 126 126 (24 Hours)**